



## POLICE OFFICER (NON-CERTIFIED)

Date Posted 10/04/13

Deadline: 10/18/13

### **Salary Hire-In Rates\***

Police Recruit - \$46,446

### **Nature of Work:**

This is a highly responsible position with the City of Miami Gardens that involves networking with the community and the protection of life and property. This is accomplished through patrol work, criminal investigation, community policing, code enforcement responsibilities and enforcement of the laws of the State of Florida and the Ordinances of the City of Miami Gardens. Assignments may typically involve routine motor patrol, bicycle or foot patrol, or criminal investigations. Officers receive assignments and instructions from police officers of a higher rank and perform work in accordance with Department policies and standard operating procedures. Participates in special programs and projects as assigned.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

**Minimum Requirements:** These are the minimum requirements for the position. While the following requirements outline the minimum qualifications, the City reserves the right to select applicants for further consideration who demonstrate the best combination of knowledge, skill and abilities in relation to the needs of the City and the qualifications of other candidates. Meeting the minimum qualifications do not guarantee an invitation to test.

1. Be a United States citizen at time of application.
2. Be at least 19 years of age upon appointment.
3. Possess, or be eligible to obtain and maintain a Florida driver's license and have an acceptable driving record.
4. Be of good moral character and never have been convicted of any felony or a misdemeanor involving perjury or false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, or domestic violence shall not be eligible for employment or appointment as an officer, in spite of suspension of sentence or withholding of adjudication.
5. Requires a high school diploma or General Equivalency Diploma (GED) equivalent.

**THE EXAMINATION/TESTING PROCESS** is to determine if the "moral character" of the candidate is appropriate for employment as a Police Officer. "Moral character" is determined by examination of the life experiences of the candidate. Testing includes, but not limited to, the following listed factors.

### EXAMINATION/TEST

#### WEIGHT OF TEST

Oral Interview .....	100%
Polygraph Examination .....	Qualifying
Psychological Examination .....	Qualifying
Background Investigation .....	Qualifying
Medical Examination (including drug screen) .....	Pass/Fail

Please deliver in person or send by US Mail (do not email or fax) the required documents, and the Official City Application Form and Checklist to:

Human Resources Department, City of Miami Gardens  
1515 NW 167<sup>th</sup> Street; Bldg. 5; Suite 200 Miami Gardens, FL 33169

[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

EOE M/F/D/V; Drug-Free Workplace



**CITY OF MIAMI GARDENS  
NON-CERTIFIED POLICE OFFICER  
APPLICATION PACKET CHECKLIST**

**REQUIRED DOCUMENTS AT TIME OF APPLICATION:**

THE FOLLOWING COPIES OF DOCUMENTS AND INFORMATION MUST BE SUBMITTED AT TIME OF APPLICATION IN ORDER FOR YOUR APPLICATION TO BE PROCESSED.

PLEASE MAKE SURE YOU HAVE READ THE APPLICATION/TESTING PROCESS INFORMATION IN ITS ENTIRETY FOR REQUIREMENTS WHEN SUBMITTING DOCUMENTATION.

**PLEASE NOTE:** COPIES ARE TO BE SUPPLIED BY THE APPLICANT. HUMAN RESOURCES WILL NOT MAKE COPIES FOR YOU. FAX COPIES WILL NOT BE ACCEPTED.

- ☐ CITY OF MIAMI GARDENS APPLICATION FOR EMPLOYMENT – **NOTE:** Your employment history must include **all positions held since the age of 18 to present.** (Attach additional sheets to application of necessary.) All gaps in employment history longer than 3 months must be explained, even if you were attending school full-time.
- ☐ BIRTH CERTIFICATE **or** NATURALIZATION PAPERS **or** UNITED STATES PASSPORT
- ☐ HIGH SCHOOL DIPLOMA **or** CERTIFICATE OF EQUIVALENT EDUCATION **or** CERTIFIED COLLEGE TRANSCRIPTS
- ☐ DD214 MILITARY RELEASE FORM MEMBER 4 COPY (if applicable)
- ☐ CITY OF MIAMI GARDENS VETERAN'S PREFERENCE CLAIM FORM (if applicable)
- ☐ COPY OF SOCIAL SECURITY CARD
- ☐ COPY OF DRIVER'S LICENSE
- ☐ CERTIFIED COPY OF DEPARTMENT OF MOTOR VEHICLE DRIVER'S LICENSE HISTORY (7 Years).

**REFERRED BY:** If you were referred by an active full-time or part-time City of Miami Gardens employee, please print the name the employee below. Only one employee may be named at this time of application.

**EMPLOYEE NAME:** \_\_\_\_\_